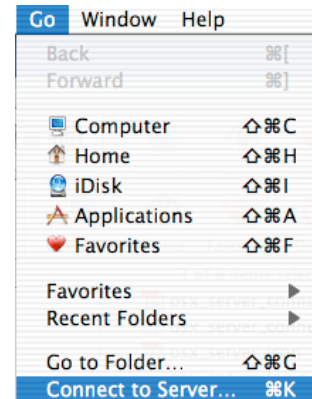


MacOSX: Connect to Core Sequencing Group on Mildred

1. With the Finder active. (Click on desktop to activate Finder)

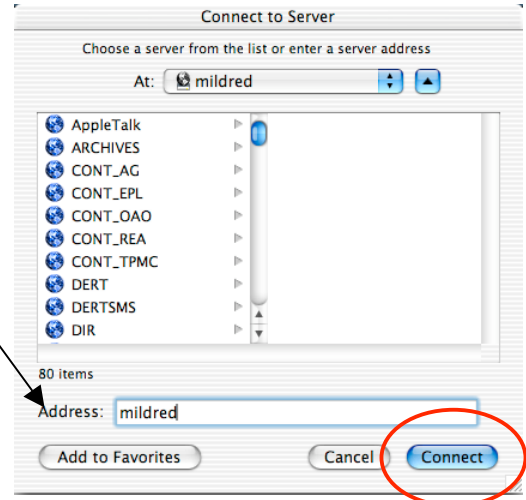
From the **Go** menu at the top of screen, choose **Connect to Server**

Note: Keyboard shortcut = **⌘ + K**



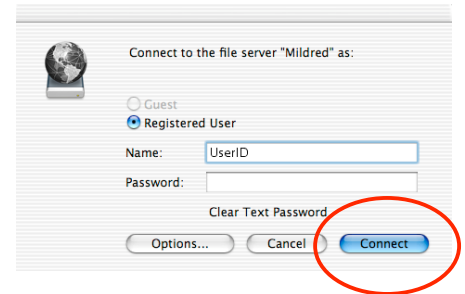
2. The Connect to Server window opens

In the Address field near bottom of window, type in **mildred**



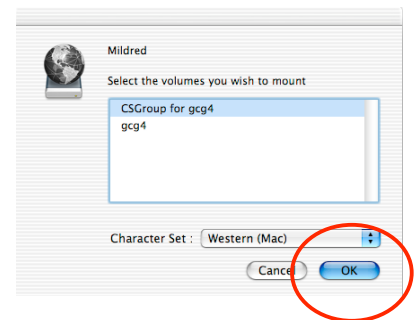
Note: To skip step 2 in the future click the **Add to Favorites** button in lower left after you type **mildred** in the **Address** field. Step 1 changes to: From the **Go** menu, put your cursor over the **Favorites** (without heart icon). From the drop down list that appears choose **mildred** (refer to Step 1 image above)

3. The **mildred** Server login window opens
 - a. Make sure Registered User is selected
 - b. Replace any text in the **Name** field with your **mildred ID**
 - c. Type in your **mildred** Password
 - d. Click the **Connect** button



IMPORTANT: Password cannot exceed 8 characters. If your password is too long you must change it by following the instructions at <http://www.niehs.nih.gov/guide/aps/password/pwdmac.htm>.

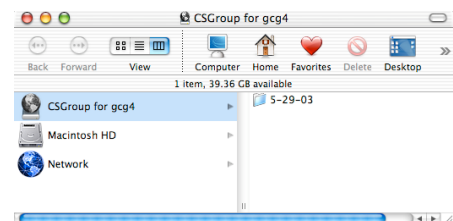
4. The **mildred** server window opens
5. Choose the folder you wish to open
6. Click **OK**



7. The mildred server icon appears on the Desktop
The label reads **CSGroup for username**
8. Double click on icon



9. A **Finder** window opens showing you the content of your **CSGroup folder**
10. Choose a folder or file



Appendix A: Create an Alias for the server on desktop

Create an alias for mildred or your folder

An alias is usually placed on the desktop or on the Dock.

The alias will resemble the original icon except for a small arrow in lower left.



MOUSE

Hold the **Option** and **Command** keys. (⌥ + ⌘)

Click, Hold and **Drag** the selected item

Let go where you want the alias

KEYBOARD

Select the item

Hold the **Command** key and press **L** (⌘ + L)

Move the alias to the desired location

MENU

Select the item

From the **File** menu, choose **Make Alias**

Move the alias to the desired location

CONTEXTUAL MENU

Hold down the **Control** key and **Click** on the icon

OR

Place **Cursor** over icon and **Right Click**

From the menu, choose **Make Alias**

Move the alias to the desired location